



Navajo Nation Oil and Gas Company

P.O. Box 4439 Window Rock, AZ 86515 • Phone: (928) 871-4880

VP Land & Business Development

Position Description

Division:	NNOGC Corporate	Reports to:	CEO/President
Department:	E&P	Job Location:	Houston, TX
Job Code:		Supervise(s):	Land staff
Pay Grade:		Classification:	Exempt
Hours/Week:	40	Effective Date:	6/13/2024
Type of Position	Full-time	Revised Date:	New

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Navajo Nation Oil & Gas Company (NNOGC) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent
- Adhere to all professional and ethical behavior standards of the oil & gas industry
- Interact in an honest, trustworthy and dependable manner with employees, partners, and vendors
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license and clean driving record
- Successfully pass a pre-employment drug/alcohol screen and background investigation

POSITION DESCRIPTION

This is an executive level management position with a wide range of duties leading all land, leasing, contract, and business development activities for the company. The position will be a member of the executive management team and help drive NNOGC growth and establish a properly integrated land department.

Candidate must be familiar with a wide range of Land business functions in a corporate oil & gas production environment. Candidate must be a facilitator of business development negotiations, solutions, and processes adhering to data governance guidelines while delivering accurate, timely, and complete analyses for business decisions.

The successful candidate will possess a demonstrated history of sourcing, negotiating, leading due diligence efforts and closing successful, transformative business opportunities across multiple basins, geologic formations, domestic U.S. geographic regions and regulatory environments.

Experienced in a variety of deal structures including but not limited to grass-roots leasing, farm-in, farm-out, drill-to-earn, as well as purchasing producing properties with undeveloped acreage.

The successful candidate works well as part of a multidisciplinary team and can lead the team when necessary.

Has a fundamental understanding of various geologic play types, conventional and unconventional.

Experience in oil and gas marketing and some midstream experience a plus.

Familiarity with BLM and Indian affairs also a plus.

Exposure to CCUS and Helium a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participates in strategic planning & growth sessions with management team and board of directors, ability to lay out vision and plans in support of corporate goals.
- Negotiates and coordinates the preparation of land contracts, purchase and sales agreements, operating agreements, farm outs, exploration agreements, easements, surface leases & ROW agreements, facility agreements, and any other contracts in support of operations and management teams.
- Coordinates title examinations by outside attorneys, settles surface damages with landowners.
- Responsible for and/or supervises the preparation and maintenance of Division Orders, the processing of all interest owner's transfers, conveyance instruments, probate support, etc.
- Establish and maintain best practices with respect to Land Administration.
- Ability to apply analytical skills for creating/editing legal & contract documents, plats/surveys, and workflows to determine which course of action will correctly steward the company's assets, leasehold, mineral, royalty, or partnership positions.
- Familiarity with various state and federal filings, including annual plans of development, commercial well filings, unit expansion applications, location exceptions, commingling applications, rights-of-way, etc.
- Participates in strategic planning & growth sessions with management team and board of directors, ability to lay out vision and plans in support of corporate goals.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Experience:

- A minimum of 15 years oil and gas land management experience with extensive, proven, track record of business development and acquisition exposure.

Education:

- Bachelor's degree in Petroleum Land Management or similar Land Management or related field required.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Must have experience analyzing oil and gas leases, managing exploration and production contracts, setting up and maintaining land systems including building, organizing, and maintaining electronic lease files using industry accepted Land software packages (i.e., Tobin, business objects, Arcview, DSM) as well as ONEDRIVE cloud file storage.
- Must have demonstratable experience networking with brokerage and banking firms for oil and gas asset acquisitions.
- Must be a team player with great communication skills, willing to share data, and open-minded thought processes.
- Proactive, able to work under pressure and meet deadlines. Organize with ability to set priorities and manage multiple tasks.
- Strong interpersonal presentation skills, capable of working within all organizational levels.
- Relate diplomatically with varied groups while demonstrating leadership skills.
- Work outside of normal business hours of 8:00 a.m. to 5:00 p.m., including weekends and holidays, as necessary.

WORK ENVIRONMENT

Work Environment: Work is generally performed in an office setting with a moderate noise level. Variable hours based on operational needs. Tight time constraints and multiple demands are common. Travel may be required

Physical demands: While performing the duties of this job, the employee regularly is required to sit; use hands, such as typing on a computer, handle paperwork, or feel, talk and hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

NAVAJO INDIAN PREFERENCE

Navajo Nation Oil & Gas Company complies with the Navajo Preference in Employment Act (NPEA).

OTHER

All employees must uphold all principles of confidentiality and proprietary information to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information in this position description outlines the general nature and level of work performance expected of employees in this position. This document does not contain a comprehensive inventory of all duties, responsibilities, and expectations required of employees assigned to this position. Employees will be asked to perform other duties as needed.

ACKNOWLEDGEMENT

I have reviewed the content of the **VP Land and Business Development** position description and have been provided a copy of the description. I certify that I can perform the essential functions of the position as outlined in this description, with or without reasonable accommodation.

Description any accommodation required to perform these functions:

Employee (printed name)

Supervisor's Signature

Date

Employee (signature)

Date